

- 9.1 Call to Order
- 9.2 Territory Acknowledgement
- 9.3 Acceptance of the Council Meeting Agenda
- 9.4 Acceptance of the Minutes: October 16th, 2023
- 9.5 Presentation: Gallivan Student Health & Wellness Plan - *Sean G.*
 - 9.5.1 Motion to add to add this to student health plan - *Mia B.*
- 9.6 Reports
 - 9.6.1 Executive Director's Report - *Roland G.*
 - 9.6.2 Executives' Updates - *Céline L.*
- 9.7 Old Business
- 9.8 New Business
 - 9.8.1 Nominating Students to Decision Review Board - *Céline L.*
 - 9.8.2 Annual General Meeting Agenda: November 27th, 2023 - *Mia B.*
 - 9.8.3 In camera update: Pavilion - *Roland G.*
 - 9.8.4 Capital budget - *Roland G.*
- 9.9 Open Forum
- 9.10 Reminders
 - 9.10.1 Next Council Meeting: Tuesday, November 14th @ 5:30 pm in Council Chambers
 - 9.10.2 BCIT Student Fees consultation: November 27th, 2023 @ 5:30 pm in Council Chambers
 - 9.10.3 Annual General Meeting: November 27th, 2023 @ 6:45 pm in Council Chambers
- 9.11 Meeting Adjournment

Please refer to attached materials.

Executives: Joshua Luu – VP, Student Experience
Charlene Steeves – Chair, School of Health Sciences
Simran Anand – Chair, School of Business + Media
Jimmy Wang – VP, External
Shelby Woida – VP, Equity and Sustainability
Matthew Puyat – Chair, Downtown Campus
Vrishank Prabhu – Chair, School of Energy
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment
Justin Saint – Chair, School of Computing and Academic Studies
Mia Bui – VP, Finance and Administration
Céline Lorient – President

Staff: Margarita Gaidasheva – Executive Assistant
Roland Gagel – Director of Finance, Interim Executive Director
Stewart McGillivray – Government Relations Strategist

Councillors:	Alexander Bridgeman	Elaine Huang	Megan Jewell
	Andrea Martin	Fahad Ahmed Doza	Monika
	Andrea Obnamia	Fiona Wong	Muhannad Ahmad
	Andrew Pham	Ho Yin Cheng (Pedro)	Daniel Mah
	Aruzhan Basbulat	Jadon Matthias	Quoc Minh Nguyen
	Bobby Davidson	Jasmine Yang	Shanti Stein-Gagnon
	Cora-Lynn Bell	Jaspreet Bhuller	Su Yamin Tun
	Edward John Gatchalian	Kobie Smith	Will Ondrik
		Kyla Cruz	Xavier Delaney

Regrets: Daniel Wong – Chair, Specialized Transport Campuses
Owen Rains – Councillor
Parisa Saqib – Councillor

Guests: Sean Gallivan - Gallivan Student Health & Wellness
Sean Park - The Link magazine editor

9.1 Meeting called to Order

The President calls the meeting to order at 5:33 pm (37 voting members of the Council).

9.2 Territory Acknowledgement

Joshua Luu, VP Student Experience, read the territory acknowledgement to begin the meeting and referred to his personal experiences and thoughts on contributing to reconciliation.

9.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Shelby Woida

Seconded by: Joshua Luu

Unanimous

Carried

9.4 Acceptance of the Minutes: October 16th, 2023

Motion:

Be it resolved that the Council Meeting minutes from October 16, 2023, be accepted as distributed.

Moved by: Shelby Woida

Seconded by: Charlene Steeves

Unanimous

Carried

9.5 Presentation: Gallivan Student Health & Wellness Plan

Sean Gallivan joins virtually to present the online service addition to the student health plan

- Sean provided an introduction to the program and an overview of his role
- Continues to work with SA to bring value to students
- Benefits of adding virtual health care options:
 - 24/7 fast access to nurses and medical professionals
 - Multiple languages offered, up to 300 options
 - Referral forms, diagnostic tests, doctor's notes, prescriptions, referrals
- It's already challenging finding a GP for residents and international students
- Student-focused solutions to remove ambiguity and barriers
 - Improving access to healthcare practitioners
 - Avoid ER costs, avoid wasting resources and time
 - Help navigate healthcare system more easily
- Data and reporting features available for tracking and usage (anonymized)
- He reviewed the current statistics and next steps
- Cost = \$29+tax/student/year (includes their family at no additional cost)

Q: There are instances where Telus ignored BC privacy laws and regulations – what's in place to ensure students' data privacy?

- Telus is mandated to comply with PIPA and provincial regulators, there are additional controls in place
- They are also regularly audited by KMPG (they provide Audit, Tax, and Advisory services to many of public and private businesses)
- Data is stored in Canada and is encrypted

Q: What does this paid version of virtual health offer that the free one doesn't (Babylon Health)?

- This one offers a lot more languages; Babylon is only available in English and French
- Getting an appointment on Babylon Health sometimes takes days, if not weeks
- Babylon service can't refer to outside providers
- Gallivan Health has faster response time (around 2 minutes)
 - Concierge level of service
 - Better network and availability of healthcare practitioners
- For students' mental health concerns: if required – there are no additional cost with Gallivan Health,
 - On the free app, Babylon, there's an additional cost

Student experiences vary when using the Babylon app, some couldn't get an appointment within 5 days

- On Gallivan Health – typically a student can see someone within 2 minutes

Q: What kind of healthcare providers are available on this app? Nurses? Doctors?

- This is a "nurse practitioner-led" service (NP)
- The only thing they can't do is fill out imaging requisitions, like X-Ray and MRI
- NP's can prescribe medications
- Connect > live chat > triaged to first available NP
- General practitioners are available to confer with NP's to diagnose

Q: How does Gallivan Health expect the staff to scale up as they expand?

- Responsibility of Telus to manage expansion
- Based on monthly reporting – able to identify wait time and care leads
- Scale has not been a concern because so far the reporting has been that students are seen within 2 min or less.

Q: How does this virtual service ensure follow-up and continuity of care?

- Students can consent to have their consult history shared with their regular GP
- Students have the option and can make that decision
- Consultation history is stored in Telus health EMR (electronic medical record)

Q: Is this service accessible to students year-round? What if they're away on summer vacation?

- Yes, available year round
- While students are enrolled in SA – there's a cost, paid through SA fees
 - Once students leave SA – they have an option to continue with the service but need to pay on their own
- The fee is discounted while they're still a student

Q: If student needs an X-ray or MRI's, and NP can't refer for imaging – what's the next step?

- The student will be referred to a health practitioner in their community as the referral may require a physical examination

Sean Gallivan left the meeting after his presentation.

9.5.1 Motion to add this to student health plan

Motion:

Be it resolved that Council approves the addition of “*MyVirtualDoctor*” to the Gallivan health and dental plan in accordance with the terms presented on October 30th, 2023; and

Be it further resolved that Council authorizes monthly expenditures from the health and dental fund until August 31st, 2025 equivalent to \$2.42 per student per month, plus tax.

Moved by: Mia Bui

Seconded by: Celine Loriot

Yes: 18, No: 8, Abstain: 2

Carried

A councillor voiced some concerns about the motion.

Q: Is our data worth more or less to us than seeing an NP in a faster time?

The VP Finance commented on NP waiting times

- Realistically, to book an appointment it takes a few weeks or more to see someone
- If you go to a walk-in clinic – eventually will be referred to see a practitioner
- It's more work and effort to go to a walk-in clinic vs. a virtual appointment
- This virtual program offers a faster time to see someone
 - Walk-in clinic takes hours of wait time
 - Not everyone has a family doctor
 - Telus is now complying with privacy laws, so it shouldn't be a concern
- Access to care is more important than a potential data “breach”
 - They've updated their practices to align with regulations

This would cover the needs of international students and provide a benefit because many more languages are offered

- International students are not familiar with Canadian healthcare system, and wouldn't know where to go
- Not possible to book an appointment too far ahead of time because of exams and study time
- Even though Babylon is a free app up front – there are a lot of extra fees
- If the Gallivan app is accepted – they would handle communication and getting the message out in mid-November, and run the communication campaign

Q: Has everyone been having trouble to get an appt for a clinic?

- Mixed reviews, some had to wait for a long time, for others the wait was short

It's good to be cautious, but we can cancel any time

- It's not a contract, BCITSA is not locked in indefinitely
- We are using surplus budget, so we're not charging anyone extra prior to Fall 2025

Q: What else can we use this money for? Other areas in healthcare service offered to students where we can use this money for? Enhancing health and dental services?

- These are insured products, so usage will drive the cost of the plan and it would fluctuate
- The MyVirtualDoctor is not an insurance model, it's a fee for service model – so the price would be relatively constant

Q: How long is the contract?

- It's not a contract, it's a service
- After 6 months, for example, we can cancel if students aren't receiving value

Q: When would this service start?

- December 1, 2023 - intended start date if approved today.

9.6 Reports

9.6.1 Executive Director's Report

As submitted.

- The Haunt – worked reasonably well, \$1,500 in sales (on top of ticket sales)
 - Justin will talk more about it during his update
- People & Culture - hired a Fund Development Specialist
 - They will be applying for grants related to food security and other items
 - Also helping out with the food pantry
- For many of our operations, foot traffic is down compared to pre-pandemic times. It's just the new reality, we will adapt.

9.6.2 Executives' Updates

Justin Saint, Chair of Computing and Academic Studies

- The Haunt went well, although didn't reach the goal for ticket sales
 - Costumes and judging went well
 - Some challenges getting staffing, but this aligned with attendance fortunately
 - Decorations helped with pub sales earlier in the week too
- Spoke about generative AI at a recent forum hosted by Higher Education Strategy Associates (HESA)
 - BCIT is ahead of the curve, compared to other post-secondary institutions
 - Generative AI is a tool, students need to learn how to use it properly

- Continuing to work on the hackathon for March 2024
- One Set Rep suggested a “buddy program” to overcome engagement issues, relayed this feedback to the Set Rep Program Committee

Shelby Woida, VP Equity and Sustainability

- Met with the BCITSA EDI Specialist and management to deliver a workshop on “Impactful Territory Acknowledgements”
- This work will support the general development of an EDI strategy for BCITSA

Joshua Luu, VP Student Experience

- Continuing to partner with McGill on a sun and skin cancer study, more information to come

Jimmy Wang, VP External

- Advocacy and Policy Committee (“AdPoCo”) meeting was last week, several issues were covered
 - BCIT sunsetting the nursing bursary remains a top priority
 - Off-campus housing and issues affecting renters
 - StudentAidBC user interface (“UI”)
 - Capital funding issues – there is funding from government for new buildings, but not for the maintenance costs as much
- The Government Relations Strategist met with BCITSA’s colleagues in the Federal Student Advocacy Alliance (“FSAA”), it was mainly a planning meeting and identified a couple pressing issues
 - Federal lobbying on the Canada Student Grants
 - Funding from the federal government for more student housing

Mia Bui, VP Finance & Administration

- November 16th - BMO workshop on financial literacy for students
- Marketing materials are available now, will be circulated soon
- Councillors should help to spread the message please

Simran Anand, Chair of Business + Media

- Would like to host more sessions with alumni mentors
- Met with Laura Vail (BCIT Senior Director of Student Success) to discuss bursary option for international students
 - For now, it’s only available for domestic students
- They’re working on making it possible to support more international students
 - Will hear back in November
 - Tentatively in 1 year they could change this policy

9.7 Old Business – none

9.8 New Business

9.8.1 Nominating Students to BCIT Decision Review Board

As attached.

For Students facing discipline – this is the last step in an appeal

Q: How often do they meet?

- Infrequently, depends on volume, pretty low time commitment

It was confirmed that Cora-Lynn, Jaspreet Bhuller, and Fiona Wong were interested. Each of them is from a different School (SoHS, SoCE, SoCAS).

Motion:

Be it resolved that Cora-Lynn Bell, Jaspreet Bhuller, and Fiona Wong be recommended for appointment to BCIT’s Decision Review Board.

Moved by: Charlene Steeves

Seconded by: Celine Lorient

Yes: 26 No: 1 Abstain: 2

Carried

9.8.2 Approval of the Annual General Meeting Agenda: November 27th, 2023

As submitted.

- Mia provided an overview of the draft agenda, it’s routine business each year.
- Proposed agenda includes the audited financial statements, appointing auditors, reports from the President, and Bylaws proposals.

Motion:

Be it resolved that the draft agenda for the BCITSA Annual General Meeting on Monday, November 27th, 2023 at 6:45 pm, be: (as attached).

Moved by: Mia Bui

Seconded by: Celine Lorient

Unanimous

Carried

9.8.3 In camera update: Pavilion

Motion:

Be it resolved that the meeting go *in camera*.

Moved by: Shelby Woida

Seconded by: Justin Saint

Yes: 28 No: 0 Abstain: 1

Carried

The meeting went *in camera* at 6:46 pm. Sean Park (The Link) left the meeting.

Motion:

Be it resolved that the meeting leave *in-camera*.

Moved by: Celine Loriot

Seconded by: Shelby Woida

Yes: 28 No: 0 Abstain: 1

Carried

The *in-camera* portion of the meeting ended at 6:59 pm. Sean Park returned to the meeting.

9.8.4 Capital Budget: Pavilion

Motion:

Be it resolved that the Student Association authorizes up to \$20,000 in expenditures for the purpose of setting up and opening the retail location of Geared Up North in NE1 to provide school supplies and school branded clothing and merchandise to better serve the student population of NE1 and the north end of the Burnaby campus in general.

Moved by: Celine Loriot

Seconded by: Charlene Steeves

Yes: 23 No: 5 Abstain: 3

Carried

9.9 Open Forum – none.

9.10 Reminders

9.10.1 Next Council Meeting: Tuesday, November 14th @ 5:30 pm in Council Chambers

9.10.2 BCIT Student Fees Consultation: November 27th, 2023 @ 5:30 pm in Council Chambers

9.10.3 Annual General Meeting: November 27th, 2023 @ 6:45 pm in Council Chambers

Vrishank reminded the set rep committee members to RSVP for next committee meeting.

Normally there's an AGM and Council meeting on the same day, but due to the BCIT student fees consult consultation – the Council meeting will be moved to the following week, Monday December 4th.

9.11 Meeting Adjournment

It was moved by Charlene Steeves and seconded by Justin Saint that the meeting be adjourned.

Unanimous

Carried

The meeting was adjourned at 7:03 pm

DECISION NOTE

October 27, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	VP Finance, Director of Finance, and Government Relations Strategist
ISSUE:	Gallivan MyVirtualDoctor Proposal

RECOMMENDATION:

That Council approve the addition of the “MyVirtualDoctor” option to the existing health and dental plan with Gallivan and authorize related expenditures out of the plan’s current surplus.

MOTION:

Be it resolved that Council approves the addition of “MyVirtualDoctor” to the Gallivan health and dental plan in accordance with the terms presented on October 30; and

Be it further resolved that Council authorizes monthly expenditures from the health and dental fund until August 31st, 2025 equivalent to \$2.42 per student per month, plus tax.

SUMMARY:

This proposal would add new services to the existing health and dental plan on a trial basis from December 1st, 2023 until August 31st, 2025. This can currently be funded through the surplus in the health and dental fund, meaning that this will not cause premiums to rise during 2023/24 and 2024/25. The proposal has been vetted by the Executive Board and will increase BCIT students’ ability to access primary medical care. Representatives from Gallivan will be presenting on this proposal and can answer technical questions relating to the service.

BACKGROUND:

The collection of health and dental fees from students in full-time programs was approved by BCIT students approximately two decades ago via referendum. Gallivan is the current operator of the health and dental plan. For 2023/2024, the premium paid by eligible students is \$294 per year, providing twelve months of coverage. Within the framework of the existing plan, Council retains the authority to make adjustments to the services offered, so long as the premiums collected are sufficient to keep the plan funded on a sustainable basis. Gallivan’s *MyVirtualDoctor* (MVD) service is delivered by Telus Health. MVD connects students with licensed health experts within minutes, including doctors and nurse practitioners. The service operates 24/7, 365 days of the year.

BENEFITS:

The benefits of participating in MVD are considerable. The program directly addresses challenges faced by British Columbians in accessing primary medical care. Fewer and fewer students have their own family doctor, and this is particularly acute for BCIT students from out of province and for international students. Securing access to virtual health options through MVD supports students in reducing wait times for routine issues, allowing them to focus on their academics and living a healthy life.

Specific benefits include the availability of services in 30 different languages, 24/7 nature of the consultations, and the expedited access to medical professionals. This can be done via chat, video, or phone and is accessible through the web or a dedicated mobile app. There are consultations available for plan members' family members for no additional charge, and no fees are charged for routine doctor's notes and requisition forms. Prescriptions can be seamlessly transmitted to the students' preferred pharmacy. Furthermore, the robust privacy practices of Telus ensure reliable and secure transfers of students' electronic medical records between the service and a primary care physician.

Student unions at both Camosun College and Kwantlen Polytechnic have recently launched Gallivan's MVD; take-up rates have exceeded expectations and students are reporting satisfaction levels to date of 4.9 out of 5.

EXPENDITURES:

The cost per student, as mentioned in the proposed motion, is \$29 each year, plus tax. That works out to \$2.42 per month. With approximately 8,000 students currently in the health and dental plan, the new expenditure would be roughly \$232,000 annually. In recent years, the health and dental plan has run a surplus, allowing premiums to remain affordable. For the fiscal year that ended in May, the surplus was \$260,000 - in total, the accumulated surplus is \$1.5 million. For the current year, a surplus of \$234,000 was estimated; so far, the medical fee has brought in 6% more than was budgeted for 2023/24. All of this is to say, there is an excess \$1.5 million in the fund and surpluses are projected to continue. The entire costs for the MVD trial period (Dec. 1, 2023 to Aug. 31, 2025) would be approximately \$407,000, all of which can be funded through the accumulated surplus and projected surpluses for 2023/24 and 2024/25.

NEXT STEPS:

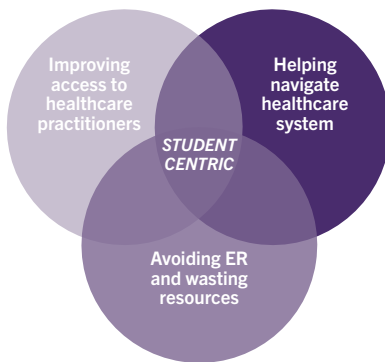
If Council wishes to adopt the recommended motion on October 30th, Gallivan will be able to implement the service as early as December 1st for all eligible members. That would represent the earliest possible opportunity to extend MVD benefits to students; should Council prefer more time to make the decision, a later implementation date would result.

The current proposal would see the service implemented for just under two years, December 1st of 2023 until August 31st of 2025. Costs would be as outlined above and can be funded from existing surplus funds. During 2024/2025, the Association would be able to assess the program's effectiveness and utilization rates among BCIT students. This would inform a decision to wind down the service in August 2025 or extend it beyond that time. In order to be financially sustainable over the long-term, a referendum in January/February 2025 would be necessary to fund the service for 2025/26 and beyond. The Association may also cancel the additional service at any time beforehand if the program is not providing enough value for students.



EASY ACCESS TO HEALTH CARE

myvirtualdoctor provides students and their dependents unlimited 24/7 access to virtual health care services anywhere in Canada. Students are guaranteed to be able to speak with a medical professional to address their needs and be provided the appropriate care.



- Decrease pressure on Campus Health Services
- Decrease wait time to speak with a doctor or nurse practitioner
- Scale – to accommodate growing needs
- Improve student experience
- Enhance support for students
- Reduce the shuffle within the system
- Ensure efficient use of resources to deliver care
- Increase quality care
- Offer more immediate access

OUR PARTNERSHIP

Our proprietary service provides virtual health-care services to our members through the Telus Health platform, which is available via the web or through a mobile application that students can download. Unlimited access to the following is available:

- Access to health care professionals in 30 different languages
- Fast access to medical professionals via chat, video, or phone
- Consultations for family members at no additional cost
- Diagnosis, labs, imaging, and referrals
- Prescription delivery service
- Specialist appointments
- Safe and secure transfer of medical records to primary care physician

CONNECTING WITH A PROFESSIONAL

Members are guaranteed to be able to speak with a medical professional within 2 minutes of initiating a consultation. If consultation with a doctor or nurse practitioner is required, they will be connected with one of these practitioners to receive the appropriate care they need based on their reason for the visit.

Directors Report – Council Meeting October 30, 2023

- **Executive Director/Director of Finance/Organizational activities of note:**
 - Continuing to complete the work to finalize the 2023 Financial Statement with the Auditors
 - Have started working with Publications on the Annual Management report.
 - On Oct 26, the managers of all of the various departments participated in a Territory Acknowledgment Workshop led by Nadi and Shelby.

- **Student Services**
 - We are still looking for Student Volunteers for a variety of roles (customer service – related). This is a flexible opportunity and a great way to build experience and build on your resume. Students can read our [posting](#) and apply through it.

- **Student Service: Past Events**
 - [Industry Panel: Employer Insight on Hiring Practices](#) | October 25, 2023 | 4:00 PM – 5:30 PM | Virtual through MS Teams. 53 students and alumni attended where 3 panelists shed light on the hiring process and strategies for students to make a lasting impression.

- **Services - Upcoming Events:**
 - [Geomatics and Construction Career Fair](#) | November 8th, 2023 | 12:30 PM – 4:30 PM | Burnaby Campus, Great Hall SE02
 - [Food Pantry Pop-Ups at Downtown and Aerospace Campus](#)
 - We'll be bringing the Food Pantry to the Downtown Campus on November 2nd from 12 PM – 2 PM in the Tech Collider and to the Aerospace Campus on November 28th from 11 AM – 12 PM outside the SA Office.

- **Retail**

<u>For the Month of:</u>	Oct-2023		<u>Sales Data to:</u>	26-Oct	<u>% of Sale Days for Month</u>	
<u>Total Business Days:</u>	20		<u>Days of sales:</u>	17	85%	
<u>Location</u>	<u>Transactions</u>	<u>Net Sales</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Projection</u>	<u>Difference</u>
Geared Up	760	\$ 30,200	\$ 41,100	73%	\$ 35,500	\$ (5,600)
St Central	5,250	\$ 30,200	\$ 40,300	75%	\$ 35,500	\$ (4,800)
St South	6,500	\$ 40,000	\$ 66,200	60%	\$ 47,000	\$ (19,200)
Pavilion	14,450	\$ 107,500	\$ 141,300	76%	\$ 126,500	\$ (14,800)

- Geared Up - currently works with several groups on custom merchandise, including Marine Engineering group from a specialty campus.
- St Central - has increased traffic when Great Hall is not empty of furniture or blocked off. Will be open late on Nov 15th to accommodate WinterFest.
- St South - Very dependent on nearby traffic. Still makes more than Central every day but notices decreased activity in the are- less students than planned/budgeted.
- Pavilion - The same tend as with Stand Central - 75% of budget, instead of 85%.

- **Habitat Pub**

- Sales are less consistent than in pre-covid years and lower of course. For example, Tuesday Oct 17 only had sales of about \$500 and then Tuesday Oct 24 sales were about \$2,000. Challenging to plan staffing levels.
- Haunt – Sold over 100 tickets – Verbal update to be added

- **Childcare Centre**

- No Update

- **People and Culture**

- Recruiting for Fund Development Specialist – May have a candidate.

- **Marketing**

- November 15 is Winter Fest - the 2nd Annual big display with over 20 vendors in the Great Hall.
- Next Link Edition hits stands Nov. 6.
- Geoff and Paul Baker working on install of new ad screen position in SE2 on the wall next to the SA Centre.
- Comedian Ola Dada is booked for the planned party/comedy show on Friday, December 1. Tix and info available soon.
- AGM branding about to hit the web and boards around campus.
- Hackathon has been rescheduled for the Spring.

DECISION NOTE

October 27, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	Government Relations Strategist
ISSUE:	Nominations to Decision Review Board

RECOMMENDATION:

That Council recommend three BCIT students for appointment to the Decision Review Board.

MOTION:

Be it resolved that _____, _____, and _____ [all students] be recommended for appointment to BCIT's Decision Review Board.

SUMMARY:

The BCIT Decision Review Board (DRB) hears student appeals and is composed of faculty members and students. It is established by the Institute's policies and procedures, specifically 5104-PR2 *Decision Review Board* ([link](#)). BCIT requests the Student Association's assistance in recruiting qualified students to serve on the DRB. Training will be provided and a student member of DRB might only participate in one or two appeals each year. The appointment lasts for one year and members receive a \$50 honorarium each time they participate in a hearing.

BACKGROUND:

The DRB includes seven members of faculty and three students. Appeals are heard by smaller panels including at least one student. The DRB's responsibilities are quite broad and include appeals relating to (i) violations of the Student Code of Academic Integrity, (ii) violations of the Student Code of Conduct (non-academic), and (iii) marks reassessment cases under procedure 5103-PR2 ([link](#)). A DRB panel does not decide whether or not a student is guilty — they merely hear cases when a student wishes to appeal a decision affecting them. The DRB also does not deal with the most serious cases — matters leading to suspension or expulsion are handled by the BCIT President and by appeals committees of the BCIT Board of Governors. A hearing would generally be a time commitment of several hours, in addition to readings beforehand.

These roles will be of interest to anybody with an interest in fairness and learning more about BCIT policies impacting students. As DRB panel members must come from a different program than the student appellant, it is recommended that the nominees also be from different programs than each other. All students are encouraged to apply for these important positions.

DECISION NOTE

October 27, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	VP Finance, Executive Assistant, and Government Relations Strategist
ISSUE:	Proposed Agenda for the 2023 AGM

RECOMMENDATION:

That Council adopt the following motion to approve the Annual General Meeting draft agenda.

MOTION:

Be it resolved that the draft agenda for the BCITSA Annual General Meeting on Monday November 27th be as follows:

6:45pm - Monday November 27th

- 1. Call to Order*
- 2. Territory Acknowledgement*
- 3. Adoption of the Agenda*
- 4. Report on the Audited Financial Statements for 2022/23*
- 5. Appointment of Auditors for 2023/24*
- 6. Reports from the President*
- 7. Motions from the Bylaw Committee*
- 8. Adjournment*

BACKGROUND:

Under the Bylaws and the *Societies Act*, the Association is required to hold the Annual General Meeting within six months of the end of the fiscal year. The fiscal year of the Association ends on May 31st and the AGM this year is scheduled for Monday November 27th at 6:45pm.

The Bylaws require that Council set the agenda for the AGM beforehand. Historically, the AGM includes a presentation on the previous year's financial statements, reports from management and the President, a motion appointing auditors, and proposed amendments to the Bylaws. Consistent with past practice, the draft agenda incorporates all of these items.

DECISION NOTE

October 30, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	President & Interim Executive Director
ISSUE:	Open Geared Up North retail location in NE1

RECOMMENDATION:

That Council authorizes expenditures up to \$20,000 to open the Geared Up North retail location.

MOTION:

Be it resolved that the Student Association authorizes up to \$20,000 in expenditures for the purpose of setting up and opening the retail location of Geared Up North in NE1 to provide school supplies and school branded clothing and merchandise to better serve the student population of NE1 and the north end of the Burnaby campus in general.

BACKGROUND:

In 2017-2018 BCIT and the SA agreed to a vision of combining the competing food operations at NE1, what was then Chartwells' Austin Grill and Chartwells Tim Horton's Express with the SA's convenience store, Stand North, creating one modern retail food experience now known as Pavilion. A five-year deal was signed in January 2018 whereby a formal food affiliation was agreed to by BCIT and the SA where each had an equal 50% share in the venture. It was 100% operated by the SA with oversight by a committee consisting of BCIT and SA staff. Pavilion opened for business in April of 2019 and (but for COVID-19) would have achieved the sales target for the 2019-2020 fiscal year of \$1.5 million. In March of 2020, Pavilion was closed as were all of the other retail locations. Pavilion did reopen in a very limited manner as of September 2020 but only as a coffee and baked goods shop. As the pandemic receded, sales did recover somewhat, but as the school experience seems to have changed so too has the retail reality. For the fiscal year ending May 2023, Pavilion recorded sales of \$1.13 million which is only 75% of the planned budgeted sales for 2019/20; this fiscal year of 2023-24 seems to be only marginally better.

The creation of Pavilion required a large capital investment of \$1.8 million which was funded by a loan from the SA's financial institution and the credit needs of the Pavilion operation was funded by the SA. Unfortunately, largely due to COVID-19, the operation has experienced losses over the length of the agreement of over \$1.0 million with an actual net cash loss of about \$430k.

RECENT DEVELOPMENTS:

The initial five-year agreement has expired as of January 2023 and BCIT has been considering options before agreeing to any extension. BCIT believes that a 3rd party would be a better operator of Pavilion and as such wishes to extend the agreement with the SA only if a 3rd party would take over the operation of Pavilion; rent or a royalty payment would be paid back to BCIT and the SA via the food affiliation venture. Although SA management disagrees with this assertion, BCIT is insistent and given (i) the current financial circumstances, (ii) the desire of the SA to maintain good relations with BCIT and (iii) the fact that there are no other options, SA management will reluctantly agree.

That said, about \$60k in sales of Pavilion is in the category of school supplies, school branded clothing and merchandise. A 3rd party food service operator has little interest or experience in this line of business and as such is not wanting to facilitate these sales, understandably. BCIT proposed as a solution that BCIT itself would manage this process through the 3rd party food service operator. As the mandate of the SA is to “Enhance Student Life”, SA management is certain that this proposed arrangement would be awkward and challenging to execute and certainly will not fulfill the mandate.

PROPOSAL:

As the SA is already in the business of providing this service quite successfully to students, management proposes to open a retail operation in the location that was the Stand North convenience store in NE1. Management knows that this operation can be opened with minimal investment, up to \$20K, and should be able to earn gross sales of about \$75k, based on the sales from Pavilion and with additional sales from providing products more conducive to the various students’ needs and the programs that primarily attend classes in and around NE1. This \$20k investment would be used for buying fixtures, furniture and equipment with minor renovations required to support the sales of these items.

As part of an extension of the agreement (not yet actually signed), BCIT has agreed that Pavilion would not sell any school supplies, school branded clothing and merchandise, and Geared Up North would not sell any food items. In other words, neither operation would compete with each other. While the SA will retain a 50% interest in Pavilion (and the rent/royalty), the “new” Geared Up North would be to the sole benefit (and risk) of the SA.

Management acknowledges that Stand North will not return a significant cash surplus back to the SA, given the relatively small dollars of sales. However, because of the small investment and simple operation of the store, it also represents little risk. In other words, it is not going to make nor lose a lot of money but it will no doubt provide a much better service and experience to the students of NE1 and the north end of campus and thereby fulfill the mandate to Enhance Student Life.